

## **EDITED TASK LISTING**

### **CLASS: PROCUREMENT AND SERVICES OFFICER I, CORRECTIONAL FACILITY**

*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>Task #</b>	<b>Task</b>
<b>1.</b>	Plan the service operation functions (e.g., clothing, canteen, warehouse, property control functions, vehicle maintenance, recycling, etc.) in a correctional facility in order to maintain an uninterrupted supply of services and materials, etc. while maintaining safety and security of the correctional facility utilizing historical data, laws, rules, regulations, departmental policies and procedures, personal background experience, etc. as needed.
<b>2.</b>	Direct staff in the procurement service operation functions (e.g., clothing, canteen, warehouse, property control functions, vehicle maintenance, recycling, etc.) in a correctional facility in order to maintain an uninterrupted supply of services and materials, etc. while maintaining safety and security of the correctional facility utilizing historical data, laws, rules, regulations, departmental policies and procedures, personal background experience, etc. as needed.
<b>3.</b>	Supervise staff in the procurement functions (e.g., purchasing, processing, and awarding, etc.) in order to comply with mandated Department of General Services (DGS) guidelines, maintain an uninterrupted supply of services and materials, etc. while maintaining safety and security of the correctional facility utilizing materials management theories, historical data, laws, rules, regulations, departmental policies and procedures, Title 15, Departmental Operations Manual (DOM), personal background experience, etc. as needed.
<b>4.</b>	Participate in the development of Departmental Operations Manual (DOM) supplements/updates, departmental policies and procedures, etc. relating to the procurement function (e.g., warehouse, canteen, laundry, housekeeping, etc.) in order to maintain an uninterrupted supply of services and materials and to ensure consistency and conformity with established guidelines, laws, rules and regulations, departmental policies and procedures, etc. while maintaining safety and security of the correctional facility utilizing materials management theories, Departmental Operations Manual (DOM), Department of General Services (DGS) guidelines, laws, rules and regulations, Title 15, personal background experience, etc. as needed.

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<b>Task #</b>	<b>Task</b>
5.	Determine the types of and quantities of commodities (e.g., office, medical, clothing, and janitorial, etc.) and equipment (e.g., copiers, vehicles, computers, ovens, etc.) to be purchased in order to maintain an uninterrupted supply of services and materials, etc. while maintaining materials management objectives and while maintaining safety and security of the correctional facility utilizing materials management theories, Departmental Operations Manual (DOM), Department of General Services (DGS) guidelines, laws, rules and regulations, Title 15, personal background experience, etc. as needed.
6.	Write specifications for commodities (e.g., office, medical, clothing, and janitorial, etc.) or services (e.g., garbage disposal, copier repair, telephone maintenance, fire suppression maintenance, etc.) in order to meet the specific needs of the correctional facility while maintaining safety and security of the correctional facility utilizing Departmental Operations Manual (DOM), Department of General Services (DGS) guidelines, laws, rules, regulations, Title 15, personal background experience, etc. as needed.
7.	Assist departmental officials (e.g., Plant Manager, Chief Medical Officer, Associate Warden, Business Manager, etc.) in obtaining the types of supplies or equipment best suited to fit their needs while maintaining safety and security of the correctional facility utilizing Departmental Operations Manual (DOM), Department of General Services (DGS) guidelines, laws, rules, regulations, Title 15, personal background experience, etc. as requested.
8.	Supervise staff in the maintenance of procurement records (e.g., purchase documents, stock received reports, inventory records, etc.) in order to comply with Department of General Services (DGS) guidelines, Department Operations Manual (DOM), departmental policies and procedures, laws, rules, regulations, etc. utilizing records retention schedule, Procurement Authority Manual, etc. as required.
9.	Confer with other State agencies/departments (e.g., Department of General Services [DGS], Prison Industry Authority [PIA], Department of Forestry [DOF], etc.) and with sales representatives/vendors on procurement related matters in order to maintain an uninterrupted supply of services and materials, etc. while maintaining materials management objectives utilizing materials management theories, Departmental Operations Manual (DOM), Department of General Services (DGS) guidelines, laws, rules and regulations, Title 15, personal background experience, etc. as needed.

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<b>Task #</b>	<b>Task</b>
<b>10.</b>	Train staff and/or inmates in order to develop a trained efficient work force to meet the day-to-day operational needs of the correctional facility utilizing equipment (e.g., forklifts, pallet jacks, hand trucks, etc.), Departmental Operations Manual (DOM), laws, rules, regulations, Department of General Services (DGS) guidelines, departmental policies and procedures, etc. as needed.
<b>11.</b>	Prepare various written documents (e.g., Individual Development Plan [IDP], correspondence, periodic reports, forms, etc.) in order to respond and/or convey information to the public, other state agencies, staff, and to maintain accurate records, compile data, etc. utilizing the personal computer (pc), Title 15, Departmental Operations Manual (DOM), laws, rules, regulations, personal background experience, analytical skills, etc. as needed and/or directed by management.
<b>12.</b>	Inspect canteen, warehouse, clothing areas, garage, recycling, laundry, etc. in order to comply with security issues, cleanliness, potential health and safety issues, etc. utilizing personal background experience, Departmental Operations Manual (DOM), Title 15, laws, rules, regulations, etc. as needed.
<b>13.</b>	Attend various institutional meetings (e.g., Daily Briefings, staff, project, Budget, etc.) in order to share and receive procurement related information (custody and non-custody), questions, etc. utilizing personal background experience, Departmental Operations Manual (DOM), Title 15, laws, rules, regulations, etc. as needed.
<b>14.</b>	Meet with sales representatives/vendors regarding various commodities in order to research and ensure the item meets the needs of the correctional facility while maintaining safety and security of the correctional facility utilizing materials management theories, Departmental Operations Manual (DOM), Department of General Services (DGS) guidelines, laws, rules, regulations, Title 15, personal background experience, etc. as needed.
<b>15.</b>	Supervise the conduct of inmates in order to prevent escapes and/or injury by inmates to themselves or others or to property, etc. in order to maintain the safety and security of the correctional facility utilizing Title 15, training, Departmental Operations Manual (DOM), institution's operational procedures, etc. as needed.

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<b>Task #</b>	<b>Task</b>
<b>16.</b>	Initiate the Progressive Disciplinary process in order to correct/improve employee performance/behavior or address issues of substandard performance by utilizing various resources (e.g., Memoranda of Understanding [MOU], training, Department Personnel Administration [DPA] and State Personnel Board [SPB] rules and regulations, Employee Assistance Program [EAP], Department policies and procedures, etc.) as needed and/or upon request.
<b>17.</b>	Participate in the Progressive Disciplinary process in order to correct/improve employee performance/behavior or address issues of substandard performance by utilizing various resources (e.g., Memoranda of Understanding [MOU], training, Department Personnel Administration [DPA] and State Personnel Board [SPB] rules and regulations, Employee Assistance Program [EAP], Department policies and procedures, etc.) as needed and/or upon request.
<b>18.</b>	Verbally communicate in a professional and effective manner with others utilizing tact, interpersonal skills, and personnel management techniques, etc. in order to provide information and guidance to staff.
<b>19.</b>	Research various procurement and non-procurement issues in order to gather information used to develop recommendations to management, etc. utilizing manuals, Departmental Operations Manual (DOM), Title 15, Department General Services (DGS) guidelines, laws, rules, regulations, etc. as directed by management.
<b>20.</b>	Analyze various procurement and non-procurement issues/information in order to create written documents/reports to management, etc. utilizing manuals, Departmental Operations Manual (DOM), Title 15, Department General Services (DGS) guidelines, laws, rules, regulations, etc. as directed by management.
<b>21.</b>	Manage canteen and warehouse operations inventories to ensure accountability, stock availability, budget projections, theft prevention, etc. utilizing physical inventory reports, reconciliation reports, adjustment reports, etc. as needed.
<b>22.</b>	Audit canteen and warehouse operations inventories to ensure accountability, stock availability, budget projections, theft prevention, etc. utilizing physical inventory reports, reconciliation reports, adjustment reports, etc. as needed.
<b>23.</b>	Conduct staff meetings in order to convey pertinent information utilizing verbal communication skills, memoranda, etc. as needed.

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<b>Task #</b>	<b>Task</b>
<b>24.</b>	Participate and/or chair in the hiring interviews in order to select the most qualified candidates to fill vacant positions utilizing personnel management techniques as needed.
<b>25.</b>	Review staff timesheets (998s) in order to ensure that staff have correctly accounted for their time worked and time off and will be compensated accordingly utilizing staff timesheets, knowledge of personnel policies, rainbow sheets, Fair Labor Standards Act (FLSA), etc. on a monthly basis.